

ST. CHARLES PARISH CLERK OF COURT
Hahnville, Louisiana

Annual Financial Report
For the Year Ended June 30, 2010

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/26/11

ST. CHARLES PARISH CLERK OF COURT
Annual Financial Report
For the Year Ended June 30, 2010

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ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010

Our discussion and analysis of the St. Charles Parish Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2010. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Assets and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. Fund Financial Statements (Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, and Combining Statement of Fiduciary Net Assets) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Financial Report.

Government-Wide Financial Statements

One of the most important questions asked about finances is, "Is the St. Charles Parish Clerk of Court as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information on the Clerk of Court as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the net assets and changes in them. You can think of net assets—the difference between assets and liabilities—as one way to measure the financial health, or financial position. Over time, increases or decreases in net assets are one indicator of whether its financial health is improving or deteriorating.

ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010

Fund Financial Statements

The Fund Financial Statements provide detailed information about the most significant funds—not the Clerk of Court as a whole. Some funds are required to be established by State laws. The Clerk of Court uses only the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk of Court's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliations immediately following the fund financial statements.

The Clerk of Court is the trustee, or fiduciary, for funds reserved by the Court and Advanced Costs collected for court costs. All of these fiduciary activities are reported in a separate Combined Statement of Fiduciary Net Assets. We exclude these activities from the other financial statements because the Clerk of Court cannot use these assets to finance its operations. The Clerk of Court is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- Net assets of our governmental activities decreased by \$234,232 or nearly 26%.
- During the year, the Clerk had expenses of \$1,964,945 that were \$259,992 more than the \$1,704,953 generated in fees and other revenues for governmental programs. This compares to last year, when revenues were less than expenses by \$180,110.
- The governmental funds reported total ending fund balance of \$437,093, all of which is classified as unreserved. This compares to the prior year ending fund balance of \$622,015 showing a decrease of \$184,922 or 30% during the current year.

The Statement of Net Assets and the Statement of Activities report only one type of activity - governmental activities. All of the basic governmental services are reported as this type. Fines and fees charged to the public finance most of these activities.

**ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010**

ST. CHARLES PARISH CLERK OF COURT AS A WHOLE

Our analysis below focuses on the net assets of the governmental-type activities.

Condensed Statement of Net Assets

	FY 2010	FY 2009	Dollar Change	Total Percent Change
Current and Other Assets	\$ 479,572	\$ 687,521	\$(207,949)	-30.2%
Capital Assets	101,322	151,828	(50,506)	-33.3%
Total Assets	580,894	839,349	(258,455)	-30.8%
Current Liabilities	46,985	71,797	(24,812)	-34.6%
Noncurrent Liabilities	127,922	44,000	83,922	190.7%
Total Liabilities	174,907	115,797	59,110	51.0%
Invested in Capital Assets, Net of Related Debt	87,083	131,298	(44,215)	-33.7%
Unrestricted	318,904	592,254	(273,350)	-46.2%
Total Net Assets	\$ 405,987	\$ 723,552	\$(317,565)	-43.9%

Net assets decreased by \$317,565 as a result of this year's operations. The overall financial position decreased during the fiscal year ending June 30, 2010. Unrestricted net assets—the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—absorbed the majority of the decrease. The balance in net assets represents the accumulated results of all past years' operations.

Our analysis below focuses on the changes in net assets of the governmental-type activities.

Condensed Statement of Activities

	FY 2010	FY 2009	Dollar Change	Total Percent Change
Total program expenses	\$(1,964,945)	\$(1,981,231)	\$ 16,284	-0.8%
Total program revenues	1,704,953	1,801,121	(96,168)	-5.3%
Net program income (expenses)	(259,992)	(180,110)	(79,882)	44.4%
General revenues	25,760	33,420	(7,660)	-22.9%
Change in Net Assets	(234,232)	(146,690)	(87,542)	59.7%
Net Assets:				
Beginning of the year, restated	640,219	870,243	(230,024)	-26.4%
End of the year	\$ 405,985	\$ 723,553	\$(317,568)	-43.9%

**ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010**

The Clerk of Court's total revenues for the year in governmental activities were \$1,730,713 (\$1,704,953 in program revenues and \$25,760 in general revenues). This represents a decrease of \$103,828 in revenues from last year. The total cost of all programs and services was \$1,964,945 with no new programs added this year.

FINANCIAL ANALYSIS OF THE CLERK OF COURT'S FUNDS

As we noted earlier, the Clerk of Court uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Clerk of Court is being accountable for the resources provided to it but may also give you more insight into the overall financial health.

As the Clerk of Court completed the year, the General fund reported an unreserved fund balance of \$437,093. This reflects a decrease of \$184,922 from last year. This decrease is primarily the result of the events and programs described within the analysis of the governmental activities.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original budget for the General Fund was revised by approximately \$234,732 this fiscal year. Supplemental appropriations or authorized budget amendments were approved as follows:

Original Budgeted Revenues and Other Financing Sources	\$ 1,913,500
Amendments were made for:	
Decrease Transfer from Advanced Deposit	(4,262)
Decrease Recording Fees	(138,423)
Increase in Online Subscriptions & Fees	29,089
Decrease Fees in Criminal Cases	(29,846)
Decrease in Certified Copies	(42,879)
Decrease in Interest	(2,685)
Increase in Mortgage Certificates	2,314
Decrease in Court Attendance	(1,000)
Decrease in Cancellations	(3,932)
Increase in Marriage Licenses	28
Increase in Notary Fees	8,149
Decrease in Computer Rental	(4,981)
Decrease in Copies – Birth Certificates	(3,142)
Decrease in Other	(10,293)
Total amendments	(201,863)
Amended Budgeted Revenues	\$ 1,711,637

**ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010**

Original Budgeted Expenditures	\$ 1,889,065
Amendments were made for:	
Increase in Personnel Services and benefits	12,379
Increase in Retirement Contributions	16,330
Decrease in Professional Services	(9,250)
Increase in Office Expense	18,194
Increase in Telephone	2,321
Increase in Insurance	4,246
Decrease in Travel & Conventions	(362)
Increase in Clerk's Supplement	4,746
Decrease in Election expenditures	(3,050)
Increase in Automobile Expenses	241
Decrease in Birth Certificates	(1,337)
Increase in Association Dues	380
Decrease in Uniform Commercial Code	(1,753)
Decrease in Uniforms	(1,392)
Increase in Other	171
Decrease in Capital Outlay	(8,996)
Increase in Principal Payments	1,785
Decrease in Interest	(1,784)
Total amendments	32,869
Amended Budgeted Expenditures	\$ 1,921,934
Original Budgeted Beginning Fund Balance	\$ 591,536
Increase In Beginning Fund Balance	30,479
Amended Budgeted Beginning Fund Balance	\$ 622,015

CAPITAL ASSETS

Capital assets included furniture, office equipment and automobiles recorded at historical cost of \$867,164. Accumulated depreciation as of June 30, 2010 of \$765,842 recorded from the cost of assets resulted in an ending book balance of assets of \$101,322.

This year there were \$21,004 of additions and no deletions recorded to capital assets. Depreciation expense of \$71,511 was recorded for the year. More detailed information about the capital assets is presented in Note 4 to the financial statements.

**ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010**

OTHER POST-EMPLOYMENT BENEFITS

At the beginning of the current fiscal year, the Clerk has implemented GASB Statement No. 45, "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions," GASB Statement No. 45 establishes uniform standards of financial reporting for other postemployment benefits and increases the usefulness and improves the faithfulness of representations in the financial reports. The adoption of this standard requires the prospective recognition of Other Post Employment Benefits (OPEB) in the basic financial statements (net of contributions to any irrevocable trust). Prior to July 1, 2009, the Clerk did not recognize any OPEB liability in the basic financial statements. See Note 5 to the basic financial statements for further discussion of the Other Postemployment Benefits.

The following table shows the components of the annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation to the Plan:

Annual Required Contribution	\$ 88,712
Interest on Net OPEB Obligation	-
Adjustment to ARC	-
Annual OPEB Cost (Expense)	88,712
Contributions Made	(5,378)
Decrease in Net OPEB Obligation	83,334
Net OPEB Obligation - beginning of year	-
Net OPEB Obligation - end of year	\$83,334

LONG TERM OBLIGATIONS

The Clerk of Court entered into lease agreements for financing the acquisition of three copy machines, a telephone system and a voice mail system. These lease agreements qualify as capital leases for accounting purposes (titles transfer at the end of the lease term), and therefore have been recorded at the present value of the future minimum lease payments as of the date of their inception in the governmental fund. The amount due on capital lease obligations at the end of last year was \$20,530. During the year, the payments on capital leases were \$6,290 resulting in an ending balance of \$14,239. Of the ending balance \$4,506 is due in the current year and \$9,733 was considered long term.

Other obligations include accrued personal leave – compensated absences. The long-term balance recorded for compensated absences at the end of last year was \$29,760. The net increase during the year of \$5,095 resulted in an ending balance of \$34,855. More detailed information about the capital leases and long-term obligations can be found in Notes 5 and 6 to the financial statements.

**ST. CHARLES PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2010**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Clerk of Court considered many factors when preparing the budget for the next fiscal year. The current or possible increasing or decreasing of rates and fees that would be charged and new laws or possible regulations were all considered.

Condensed Summary of Budgeted Finances

	<u>FY 2011</u>
Total revenues	\$ 1,905,800
Expenditures:	
Current	1,892,200
Capital outlay	15,000
Debt service	<u>7,506</u>
Total expenditures	1,914,706
Proceeds from Capital Lease	<u>10,000</u>
Excess of revenues	1,094
Fund Balance:	
Beginning of the year	<u>411,718</u>
End of the year	<u><u>\$ 412,812</u></u>

Historically, the office staff and costs remain stable and should continue to do so. The St. Charles Parish Clerk of Court is anticipating a decrease in budgeted capital outlay in 2011 of approximately \$5,000 from those budgeted for this fiscal year. If these estimates remain consistent, the St. Charles Parish Clerk of Court's General Fund balance is expected to increase slightly by the close of the fiscal year ending June 30, 2011.

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the finances and to show the accountability for the money received. If you have questions about this report or need additional financial information, contact:

Honorable Charles J. Oubre, Jr.
St. Charles Parish Clerk of Court
P.O. Box 424
Hahnville, LA 70057
985-783-6632

Financial Section



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Charles J. Oubre, Jr.
St. Charles Parish Clerk of Court
Hahnville, Louisiana

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Charles Parish Clerk of Court as of and for the year ended June 30, 2010, which collectively comprise the basic financial statements as listed in the table of contents. These financial statements are the responsibility of the St. Charles Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of St. Charles Parish Clerk of Court as of June 30, 2010, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2010, on our consideration of the St. Charles Parish Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Honorable Charles J. Oubre, Jr.
St. Charles Parish Clerk of Court
Hahnville, Louisiana
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The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and Required Supplementary Information, as listed in the foregoing table of contents, are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Stagni & Company

Thibodaux, LA
December 21, 2010



ST. CHARLES PARISH CLERK OF COURT

Statement of Net Assets

June 30, 2010

ASSETS	General Fund
Cash and cash equivalents	\$ 116,376
Investments	325,000
Accounts receivable	35,890
Prepaid expenses	2,148
Due from agency funds	158
Capital assets, net of accumulated depreciation	101,322
Total assets	580,894
LIABILITIES	
Accounts payable	14,381
Deferred Revenues	58
Non-current:	
Due in one year	32,546
Due in more than one year	44,588
Net OPEB	83,334
Total liabilities	174,907
NET ASSETS	
Invested in capital assets, net of related debt	87,083
Unrestricted	318,904
Total net assets	\$ 405,987

See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

*Statement of Activities
For the Year Ended June 30, 2010*

EXPENSES	
Personal services and benefits	\$ 1,388,725
Office operations	250,871
Professional services	17,750
Insurance	229,243
Travel and training	5,629
Interest expense	1,216
Depreciation	71,511
Total program expenses	<u>1,964,945</u>
PROGRAM REVENUES	
Charges for services	<u>1,704,953</u>
Total program revenues	<u>1,704,953</u>
Net Program Income (Expense)	(259,992)
GENERAL REVENUES	
Interest earned	25,760
Total general revenues	<u>25,760</u>
Change in Net Assets	(234,232)
NET ASSETS	
Beginning of year, restated	640,219
End of year	<u>\$ 405,987</u>

See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

Balance Sheet - Governmental Fund - General Fund

June 30, 2010

ASSETS	
Cash and cash equivalents	\$ 116,376
Investments	325,000
Accounts receivable	34,690
Other receivables	1,200
Prepaid expenses	2,148
Due from fiduciary funds	158
Total assets	<u>\$ 479,572</u>
LIABILITIES AND FUND BALANCES	
Accounts payable and accrued expenses	\$ 14,381
Deferred Revenues	58
Compensated absences	28,040
Total liabilities	<u>42,479</u>
Fund Balance :	
Unreserved - undesignated	437,093
Total liabilities and fund balances	<u>\$ 479,572</u>

Reconciliation of the Balance Sheet- Governmental Fund to the Statement of Net Ass

Total fund balance - per above \$437,093

Amounts reported for *governmental activities* in the statement of net assets (government-wide financial statements) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds. 101,322

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.

Long-term liabilities at year-end consist of:

Capital leases payable - current year	\$ (4,506)
Capital leases payable - noncurrent	(9,733)
Compensated absences payable-noncurrent	<u>(34,855)</u>
	<u>(49,094)</u>

Certain non-current liabilities are not due and payable in the current period and therefore are not reported in the funds:

Other Post-Employment Benefits (83,334)

Total net assets of governmental activities \$405,987

See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

*Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund - General Fund
For the Year Ended June 30, 2010*

Revenues	General Fund
Suits and successions transferred from the Advance Deposit Fund	\$ 662,391
Recording fees	445,209
Online Subscriptions & Fees	29,726
Fees in criminal cases	316,151
Certified copies	129,170
Interest earned	25,760
Mortgage certificates	16,205
Court attendance	14,020
Cancellations	15,695
Marriage licenses	5,528
Notarial fees	17,072
Computer rental	4,219
Clerk's supplemental	19,800
Copies - birth certificates	22,002
Other	7,765
Total revenues	1,730,713
Expenditures	
Current-Judiciary:	
Salaries and benefits:	1,083,481
Retirement contributions	300,151
Professional services	17,750
Office expense	182,412
Telephone	14,371
Insurance	229,243
Travel and convention	4,638
Clerk's supplement	31,458
Clerk's election compensation	2,400
Election expenditures	1,950
Auto	991
Birth certificates	13,351
Association dues	380
Uniform commercial code	2,741
Uniforms	608
Other	1,200
Total current expenditures	1,887,125
Capital outlay	21,004
Debt service:	
Principal payments	6,290
Interest	1,216
Total expenditures	1,915,635
Net change in fund balance	(184,922)
Fund Balances:	
Beginning of year	622,015
End of year	\$ 437,093

See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance-
Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2010**

Net change in fund balance - governmental fund (fund financial statements) \$(184,922)

Amounts reported for *governmental activities* in the statement of activities
(government-wide financial statements) are different because:

Governmental funds report capital outlays as expenditures in the individual fund.
Governmental activities report depreciation expense to allocate the cost of those
capital assets over the estimated useful lives of the asset.

Asset purchases capitalized	\$ 21,004	
Depreciation expense	<u>(71,511)</u>	(50,507)

Repayment of long-term debt is reported as an expenditure in governmental
funds, but the repayment reduces long-term liabilities in the statement
of net assets. In the current year, these amounts consists of:

Capital lease payments	6,290
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Some items reported in the statement of activities do not require the use of
current financial resources and therefore are not reported as expenditures
in governmental funds. These activities consist of:

Increase in long-term compensated absences	(5,093)
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Change in net assets of governmental activities (government -wide financial statements)	<u><u>\$(234,232)</u></u>
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See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

Combinbing Statement of Fiduciary Net Assets

June 30, 2010

	Advance Deposit Fund	Registry of the Court Fund	Total
<u>ASSETS</u>			
Cash and cash equivalents	\$ 446,516	\$ 47,954	\$ 494,470
Investments	570,000	4,471,139	5,041,139
Accounts receivable	<u>491</u>	<u></u>	<u>491</u>
Total assets	<u>\$ 1,017,007</u>	<u>\$ 4,519,093</u>	<u>\$ 5,536,100</u>
<u>LIABILITIES</u>			
Due to general fund	\$ 158		\$ 158
Due to others	<u>1,016,849</u>	<u>\$ 4,519,093</u>	<u>5,535,942</u>
Total liabilities	<u>\$ 1,017,007</u>	<u>\$ 4,519,093</u>	<u>\$ 5,536,100</u>

See notes to financial statements.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as ex-officio notary public, the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term.

The financial statements of the St. Charles Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies, established in GAAP and used by the Clerk are discussed below.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

These financial statements present the St. Charles Parish Clerk of Court as the primary government. As defined by GASBS No. 14, component units are legally separate entities that are included in the reporting entity because of the significance of their operating or financial relationships. The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the St. Charles Parish Clerk of Court (Clerk of Court) is an independently elected official, and is legally separate and fiscally independent; the Clerk of Court is a separate governmental reporting entity.

There are unrecorded financial transactions between the St. Charles Parish Council (the Council) and the Clerk of Court where the Council provides office space and utilities for the Clerk of Court. These transactions between the Clerk of Court and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basic Financial Statements

Government-Wide Financial Statements (GWFS)

The Clerk of Court's basic financial statements include both government-wide (reporting the entity as a whole) and fund financial statements (reporting the entity's major funds). Both the government-wide and fund financial statements categorize primary activities as the governmental type.

In the government-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Clerk of Court's net assets are reported in three parts—invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The Clerk of Court first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Clerk of Court's functions. General government revenues also support the functions. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants, if any.

This government-wide focus is more on the sustainability of the Clerk of Court as an entity and the change in its net assets resulting from the current year's activities.

Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Fund Financial Statements (FFS)

B. Basic Financial Statements (Continued)

The financial transactions of the Clerk of Court are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

Governmental Funds

Governmental funds account for all or most of the clerk's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations of the Clerk of Court. The following are the clerk's governmental funds:

General Fund

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The only funds accounted for in this category by the clerk are agency funds. The agency funds account for assets held by the clerk as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting. The Advance Deposit and Registry of Court - Agency Funds account for assets held as an agent for others.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual: The governmental-type activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and cash on hand. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

E. Investments

Investments are limited by Louisiana Revised Statute 33:2955 and the Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents. The Clerk's investments consist of time deposits with maturities between 91 and 270 days.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Capital Assets

Capital assets purchased or acquired are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other cost incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Office Equipment	5 - 7 years
Furniture & Fixtures	7 - 10 years
Automobiles	5 years

G. Interfund Activities

The Clerk of Court transfers interest earned on the investments of the Advance Deposit Fund to the Salary Fund to be utilized by the Salary Fund in its operations. In those cases where the physical transfer of assets has not taken place as of year-end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

H. Clerk's Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue to the Clerk of Court earned from everyday operations such as copying and faxing for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

I. Budgetary Practices

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting is not utilized in the funds of the Clerk of Court.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

J. Compensated Absences

The Clerk of Court accrues accumulated personal leave and associated employee-related costs when earned (or estimated to be earned) by the employee. The non-current portion (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentations.

Employees of the Clerk of Court's office are granted from 16 to 30 days of personal leave each calendar year, depending on their length of service. Any "comp-time" earned due to employees working overtime is added to the personal leave time. At resignation or retirement, employees receive one day's pay for every two days of personal leave earned.

K. Restricted Net Assets

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

L. Fund Equity Reservations

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 13:784 (A) during said term in office. At June 30, 2010, there was no amount due the parish treasurer in accordance with the statute.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Note 2 DEPOSITS

The Clerk of Court's cash and cash equivalents and investments are considered deposits. Deposits (demand deposits, interest bearing demand deposits, time deposits, and certificates of deposit) are recorded at cost, which approximates fair value. At June 30, 2009, the book and bank balances of deposits are as follows:

	Balances	
	Book	Bank
Interest bearing demand deposits	\$ 550,978	\$ 671,213
Non-interest bearing demand deposits	59,167	69,144
Time deposits	5,366,140	5,366,140
Cash on hand	700	
Total deposits	\$ 5,976,985	\$ 6,106,497
Insured by FDIC		\$ 791,179
Exposed to custodial credit risk		\$ 5,315,317

Custodial credit risk is the risk that in an event of a bank failure, deposits may not be returned. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, equal the amount on deposit with the fiscal agent bank.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 2 DEPOSITS (continued)

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. FDIC of \$791,179 and pledged securities valued at June 30, 2010 of \$6,079,522 secure these deposits from risk. The collateral must be held at pledging bank's trust department or other banks acting as the pledging bank's agent, in the Clerk of Court's name.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Note 3 RECEIVABLES

The accounts receivable in the governmental fund of \$34,690 consists of amounts due from attorneys for recording court fees and expenses related to cases in progress, and from abstractors for certified copies.

Note 4 CAPITAL ASSETS

Capital assets and depreciation activity for the year follows:

	Balance	Additions/		Balance
	June 30, 2009	Adjustments	Deletions	June 30, 2010
Furniture & fixtures	\$ 246,569	\$ 17,375	\$ -	\$ 263,944
Office equipment	572,809	3,629		576,438
Automobiles	26,782			26,782
TOTAL	\$846,160	\$21,004	\$ -	\$867,164
Less accumulated depreciation	\$694,332			\$765,842
NET CAPITAL ASSETS	\$ 151,828			\$ 101,322

Depreciation charged for governmental functions for the year was \$71,511.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 5 CAPITAL LEASES

The Clerk entered into lease agreements for financing the acquisition of three copy machines. These lease agreements qualify as capital leases for accounting purposes (titles transfer at the end of the lease term), and therefore have been recorded at the present value of the future minimum lease payments as of the date of their inception.

The clerk records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

Type	Recorded Amount
Xerox 430 Copier	\$ 5,470
Xerox Workcentre 5665	17,599
Xerox Copycentre 238	7,355
Total Office Equipment	\$30,424

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments as of June 30, 2010:

Year ending June 30,	Xerox 430 Copier	Xerox Workcentre 5665	Xerox Copycentre 238	Total
2011	472	4,069	673	5,214
2012		4,069		4,069
2013		4,069		4,069
2014		2,375		2,375
Total minimum lease payments	472	14,582	673	15,727
Less: Amount representing interest	11	1,459	18	1,488
Present value of minimum lease payments	\$461	\$13,123	\$655	\$ 14,239

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 6 LONG-TERM OBLIGATIONS

The following is a summary of long-term obligations:

	Compensated Absences	Capital Lease	Total
Long-term debt payable at 6/30/09	\$ 29,760	\$ 20,530	\$ 50,290
Additions	5,095		5,095
Deductions		6,290	6,290
Long-term debt payable at 6/30/10	\$ 34,855	\$ 14,240	\$ 49,095

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations:

	Compensated Absences	Capital Lease	Total
Current-portion	\$ 28,040	\$ 4,506	\$ 32,546
Long-term portion	34,854	9,734	44,588
Total	\$ 62,894	\$14,240	\$ 77,134

Note 7 POST-RETIREMENT BENEFITS

The Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the Clerk of Court. For the year ending June 30, 2010, the cost of the benefits for 3 retirees totaled \$4,020.

Plan Description. The Clerk's defined benefit postemployment health care plan (the plan) provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), and agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note7 POST-RETIREMENT BENEFITS (continued)

Funding Policy. The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT Board of Trustees. The Clerk contributes 50% of the cost of the current-year premiums for eligible retired plan members and 50% of the cost for retired plan members' spouses and dependent children. For fiscal year 2010, the Clerk contributed \$5,378 to the plan and the retirees contributed \$3,991.

Annual OPEB Cost and Net OPEB Obligation. For 2010, the Clerk's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation to the Plan:

Annual Required Contribution	\$ 88,712
Interest on Net OPEB Obligation	-
Adjustment to ARC	-
Annual OPEB Cost (Expense)	88,712
Contributions Made	(5,378)
Decrease in Net OPEB Obligation	83,334
Net OPEB Obligation - beginning of year	-
Net OPEB Obligation - end of year	\$ 83,334

The annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the fiscal year 2010 is as follows:

Year End	Annual OPEB Cost	% of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2010	\$ 88,712	6.1%	\$ 83,334

Funded Status and Funding Progress. As of June 30, 2009, the actuarial accrued liability for benefits was \$1,329,993, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$836,490, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 159.0%.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 7 POST-RETIREMENT BENEFITS (continued)

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and the new estimates are made about the future. The schedule of funding progress that follows presents multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
6/30/2009	\$ -	\$1,329,993	\$1,329,993	0.0%	\$ 836,490	159.0%

Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in the actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of calculations.

In the June 30, 2009 actuarial valuation, the entry age actuarial cost method was used. Based on the short-term investment portfolio, a discount rate of 4.0% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 10% initially, reduced by decrements to an ultimate rate of 5.5% after 10 years. The unfunded actuarial liability is being amortized as a level percentage of projected payroll on an open basis over 30 years.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 8

EMPLOYEE RETIREMENT SYSTEM

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All regular employees earning a minimum of \$ 500 per month and who are under the age of 60 at the time of original employment are eligible to participate in the system. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana, 70816, or by calling (225) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The actuarially determined rate was 14.75 percent of annual covered payroll for the year ending June 30, 2010. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Clerk of Court are established as amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

Effective July 1, 1999, the Louisiana Senate passed Bill #556 allowing the individual Clerk's of Court to elect to pay both the employee and employer contributions into this retirement system. The St. Charles Parish Clerk of Court has elected to do so for the year ending June 30, 2008, 2009, and 2010.

The Clerk of Court's contribution for the years ending June 30, 2008, 2009 and 2010 were \$195,413 (24% of covered payroll), \$203,228 (24% of covered payroll), and \$241,550 (23% of covered payroll) respectively, which were equal to the required contributions for each year.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 9 DEFERRED COMPENSATION PLAN

Starting in October 1999, the Clerk of Court employees had the option of becoming participants in the State of Louisiana Deferred Compensation Plan. This Plan was established pursuant to IRC Section 457 and Louisiana R.S. 42:1301-1308. The Plan provides state, parish, and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Participants defer federal or state income tax on their contributions. In addition, interest or earnings on the participant's account accumulate tax-deferred.

Participants can contribute up to a maximum of 100% of compensation, not to exceed \$16,500 beginning in the 2009 calendar year. Additionally, if age 50 or older, participants may elect the Age 50+ provision to defer an additional \$5,000 beginning in 2009 above the annual deferral limit.

The Clerk of Court agreed to match each participant's contribution up to a maximum of 6% for the year ending June 30, 2010. Total contributions made by the Clerk of Court on behalf of the employees for the year ending June 30, 2010 were \$58,601.

Withdrawals from the plan occur at retirement, separation from service, death, or proven financial hardship (unforeseeable emergency as defined by the Plan).

Note 10 LITIGATION

There is no litigation pending against the Clerk of Court's office that is required to be disclosed in accordance with Statement of Financial Accounting Standards No. 5.

Note 11 EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL

The Clerk of Court's office is located in the parish courthouse. The expenditures for maintenance and operation of the parish courthouse are paid by the St. Charles Parish Council and are not included in the accompanying financial statements. The amount of these expenditures paid by the Parish Council is indeterminate.

ST. CHARLES PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2010

Note 12 INTERFUND ASSETS/LIABILITIES

The balances due to/from General Fund and Advance Deposit Fund are as follows:

General Fund Due from other funds	\$ 158
Advance Deposit Due to general fund	\$ 158

Note 13 RISK MANAGEMENT

GENERAL LIABILITY INSURANCE

The Clerk of Court is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks. The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction in insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

HEALTH INSURANCE

The Clerk of Court provides health and life insurance to employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

Required Supplemental Information

ST. CHARLES PARISH CLERK OF COURT

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2010

Revenues	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
Suits and successions transferred from the Advance Deposit Fund	\$ 670,000	\$ 665,738	\$ 662,391	\$ (3,347)
Recording fees	575,000	436,577	445,209	8,632
Online Subscriptions & Fees		29,089	29,726	637
Fees in criminal cases	335,000	305,154	316,151	10,997
Certified copies	175,000	132,121	129,170	(2,951)
Interest earned	24,000	21,315	25,760	4,445
Mortgage certificates	14,000	16,314	16,205	(109)
Court attendance	13,000	12,000	14,020	2,020
Cancellations	20,000	16,068	15,695	(373)
Marriage licenses	5,000	5,028	5,528	500
Notarial fees	10,000	18,149	17,072	(1,077)
Computer rental	10,200	5,219	4,219	(1,000)
Clerk's supplemental	19,800	19,800	19,800	-
Copies - birth certificates	22,500	19,358	22,002	2,644
Other	20,000	9,707	7,765	(1,942)
Total revenues	1,913,500	1,711,637	1,730,713	19,076
Expenditures				
Current-general government:				
Salaries and benefits	1,132,800	1,145,179	1,083,481	61,698
Retirement contributions	225,560	241,890	300,151	(58,261)
Professional services	27,000	17,750	17,750	-
Office expense	165,000	183,194	182,412	782
Telephone	10,600	12,921	14,371	(1,450)
Insurance	225,000	229,246	229,243	3
Travel and convention	5,000	4,638	4,638	-
Clerk's supplement	26,900	31,646	31,458	188
Clerk's election Compensation	2,400	2,400	2,400	-
Election expenditures	5,000	1,950	1,950	-
Auto	800	1,041	991	50
Birth certificates	16,000	14,663	13,351	1,312
Association Dues	3,000	3,380	380	3,000
Uniform Commercial Code	4,400	2,647	2,741	(94)
Uniforms	2,000	608	608	-
Other	100	271	1,200	(929)
Total current expenditures	1,851,560	1,893,424	1,887,125	(55,399)
Capital outlay	30,000	21,004	21,004	-
Debt service:				
Principal payments	4,505	6,290	6,290	-
Interest	3,000	1,216	1,216	-
Total expenditures	1,889,065	1,921,934	1,915,635	(55,399)
Excess (deficiency) of revenues over expenditures	24,435	(210,297)	(184,922)	25,375
Other Financing Sources (Uses) -				
Proceeds from Capital Lease	-	-	-	-
Net Change in Fund Balance	24,435	(210,297)	(184,922)	25,375
Fund Balances				
Beginning of year	591,536	622,015	622,015	-
End of year	\$ 615,971	\$ 411,718	\$ 437,093	\$ 25,375

***Reports Required by
Government Auditing Standards***



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Charles J. Oubre, Jr.
St. Charles Parish Clerk of Court
Hahnville, Louisiana

We have audited the financial statements of the governmental activities and each major fund of the St Charles Parish Clerk of Court as of and for the year ended June 30, 2010, which collectively comprise the basic financial statements and have issued our report thereon dated December 21, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Honorable Charles J. Oubre, Jr.
St. Charles Parish Clerk of Court
Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the St. Charles Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Stagni & Company

Thibodaux, Louisiana
December 21, 2010



ST. CHARLES PARISH CLERK OF COURT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2010

We have audited the financial statements of the governmental activities and each major fund of the St. Charles Parish Clerk of Court, which collectively comprise the basic financial statements as of and for the year ended June 30, 2010, and have issued our report thereon dated December 21, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our audit of the financial statements resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses

None

Significant Deficiencies

None

Compliance

Compliance Material to Financial Statements

None

b. Federal Awards

N/A - There were no federal awards.

Internal Control

Material Weaknesses or Significant Deficiencies

Type of Opinion On Compliance
For Major Programs

Unqualified ☐ Qualified ☐
Disclaimer ☐ Adverse ☐

Are their findings required to be reported in accordance with Circular A-133, Section .510(a)? ☐ Yes ☐ No

c. Identification of Major Programs

N/A - NONE

CFDA Number (s)

Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs: \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? ☐ Yes ☐
No

Section II - Financial Statement Findings

NONE

Section III - Federal Award Findings and Questioned Costs

N/A - There were no federal awards.

